Configuring User-Defined Column

The User Defined Column is designed to enable users to add a "blank" column. This will allow users to send out data grids with a title column, but the individual cells in the column will be blank. This will allow anyone who receives the grid to input data into the column.

From Homeroom, click on the grid in the screen's top right corner, click the **Student Data Grids** icon, and click **My Student Data Grids** on the left navigation menu.
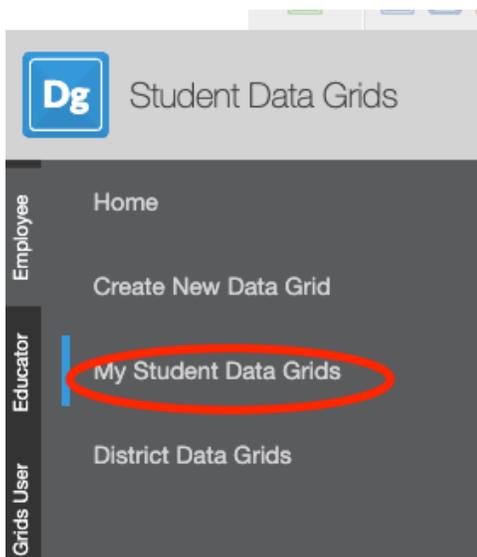
Click the Manage button for your selected Student Data Grid.
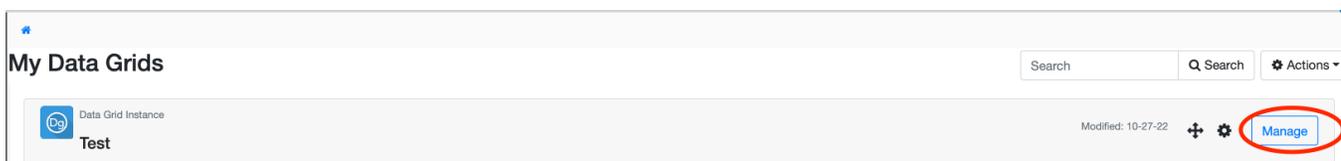
Click the **Columns** tab and then the '+" next to Data Columns.

Click the **Blank Column** found under **Custom.**

Add Data Column

Student

Name ⚙
Birthdate
Student Email Address
Student District Email Address
SSID
Student External Id
Student Other Id
Birth City
Birth County
Birth State
Birth Country
Date of Initial US Enrollment
Days Since Initial US Enrollment
Family Address
Family Guardian
Family Phone Number
Student Category
Student Attributes
Student School Year Attributes
Expected Year of Graduation
Graduation Requirements Base Year
ALE Learning Plans

CAA/CIA

Met ⚙
Graduation Year
ELA Grad Req. Met
Math Grad Req. Met
Science Grad Req. Met
ELA Met ⚙
EOC Math Yr1 Met ⚙
EOC Math Yr2 Met ⚙
Math Met ⚙
Reading Met ⚙
Science Met ⚙
Writing Met ⚙

OSPI Graduation Pathways

Graduation Requirement Year
ELA State Test Requirement
ELA Bridge To College
ELA Transition
ELA Dual Credit

Enrollments

Current Advisor
Current Grade Level
Current Predominant School ⚙
District Enrollment
School Enrollment
Class
Activities

Grades & Credits

Current Cumulative GPA
Current Total Credits Earned
Current Total Credits Failed
Current Year Credits Attempting
Current Year Credits Earned
Current Year Credits Failed
Term Grade Count
Accomplishment
Extrn. Gradebook Grade Count
Extrn. Gradebook Assignment Count
Gradebook Grade Count
Gradebook Assignment Count

Assessments

Assessments

Services

Services
Bilingual Fields
Migrant Program Enrollment
Special Education

Demographics

Gender
Federal Race Code ⚙
Ethnicity SubType ⚙
Student Language ⚙
Native Language ⚙
Home Language ⚙
Age

Custom

Formula
Blank Column

Type a name for the **Heading** (optional) and click **Save.**

✔ Save ✖

Column: Blank Column

Heading (optional)

| Custom Column Heading | Styles |

Click **Save** again to add the column to the Grid.

🏠 / Test / Edit Data Grid - Columns

Test   Undo ✔ Save ▾

Details   Columns   Categories   View   Report   Report PDF   Collaborate ▾   Schedule   Recipients

Data Columns ⊕

∨ ① Services - Category - 1: A   ⚙ Actions ▾

∨ ② Custom - Custom Column Heading - 1: B   ⚙ Actions ▾

Configure your Custom Student Data Grid as usual.